WinLabel v2.0
Disk File Management Tool
Diskette Label Maker

A Windows Productivity Tool
By
RL Amans
3242 Salem Drive, Rochester Hills, Michigan 48306
CompuServe ID - 72716,1522

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QPro.DLL is a product of Crescent Software
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Adobe Type Manager is a product of Adobe

LICENSE:

Shareware Version -
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Standard Version -
Registered users are those users that elect to pay for WinLabel and register that payment with R.L. Amans.   By virtue of registration and payment for the program, registered users are granted a license to continue to utilize the program for as long as they choose.   This license authorizes the user to use the program on any personal computer system so long as the program is operated on only one computer system at a time.

Technical support is provided to registered users only, and will be provided through two means:

    1) By phone: (313)-373-7904
    2) Electronically through CompuServe: 72716,1522

REGISTRATION:

Shareware Version -
WinLabel is the sole property of R.L. Amans.   The shareware version may be freely copied and transferred to individual parties for evaluation purposes.   It may be posted on Bulletin Board systems (BBS) for electronic access as long as NO FEE is charged for its distribution except for private BBS operations that charge a regular user subscription fee.

WinLabel may NOT be distributed on diskette by any disk distributor/vendor that charges more than $10.00 for the diskette upon which the program and attendant files are recorded without written consent from R.L. Amans.

WinLabel is Copyright 1991 by R.L. Amans, all rights reserved.   Disk vendors who distribute Shareware and public domain software on 5 1/4" and/or 3 1/2" floppy diskettes are permitted to distribute WinLabel providing that the vendor's fee is no more than $10.00 for the disk containing WinLabel files.   Vendors who charge more than $10.00 per disk are PROHIBITED from distributing WinLabel in any form without expressed written consent from R.L. Amans.

Vendors who meet the above requirements may distribute WinLabel only if ALL attendant files are included on the distribution diskette, and only if NO files are modified in any way. The WinLabel files that MUST be included on the distribution diskette are:

WinLabel.EXE -	WinLabel executable
WinLabel.WRI -	WinLabel documentation
WinLabel.HLP -	WinLabel help file
QPro.DLL -	Dynamic link library, Copyright Crescent Software
VBRun100.DLL	- Dynamic link library, Copyright Microsoft Corporation
CMDialog.VBX-	Common dialog system, Copyright Microsoft Corporation
COMMDlg.DLL-	Dynamic link library, Copyright Microsoft Corporation
Sound.DRV -	Sound driver for Windows, Copyright Crescent Software
Readme.TXT -	Misc update information
License.TXT -	License agreement
Vendor.TXT -	3rd party vendor agreement and information.
Disclaim.TXT -	What the software is/not capable of
Register.TXT -	Registration information and forms
EraseWL.BAT -	Batch file used to remove WinLabel
EraseWL.PIF -	PIF file used by EraseWL.BAT
SetUpKit.DLL -	Dynamic link library, Microsoft Corporation
StartUp.INI -	Installation data file
SetUp.LST -	Installation data file
Files.DAT -	Installation data file
SetUp1.EXE -	Installation file

INTRODUCTION:

WinLabel is a unique product.   It is a Windows based disk file management tool and diskette label maker that is more complete than even its DOS based sister products - WinLabel does recursive directory searches, allows for three types of output, and gives the user more control over font selection, font size, and data position on the label.

WinLabel handles two label sizes - 4x1.5 inch for the 5.25 inch disks and 2.75x2.75 inch labels for the 3.5 inch disks.

Paper stock handling is also more efficient over similar products with WinLabel because multiple labels can be printed on the same label stock without reinserting the paper.

CONFIGURING WinLabel:
If automatic install should fail, the files should be manually loaded as follows ...

To be located in any subdirectory ...
Executable   - WinLabel.EXE
Documentation   - WinLabel.WRI
Help File   - WinLabel.HLP
Notes   - Misc text files
Operation   - PIF file

To be located in the Windows "SYSTEM" sub directory ...
.DLL, VBX, DRV files   - VBRun100.DLL,   Copyright Microsoft Corp.
                       - COMMDLG.DLL,   Copyright Microsoft Corp.
                       - CMDialg.VBX,   Copyright Microsoft Corp.
                       - QPro.DLL,   Copyright Crescent Software
                       - Sound.DRV   Copyright Crescent Software

The Windows\System sub directory is recommended for the DLL, DRV and VBX files so that other programs can have access to them if necessary.

WinLabel does not require command line arguments or switches.

Command: D:\WinApps\WinLabel.EXE
             Starts WinLabel from the "D" drive and the WinApps sub directory

Order Information:

The order screen is accessed from the WinLabel drop down menu system.   (Use the mouse to select "Order" from the menu or press "ALT-O" together on the keyboard.)

The Order form is divided into three sections - user name and address, ordering information, and pricing data.   Fill in each of the sections.   The final pricing information is supplied automatically.

Move between the data entry areas with the "TAB" or "SHIFT-TAB" keys, or by clicking on the proper area with the mouse.   The "ENTER" key does not initiate any action, unless the focus is on the "Print Order" or "Cancel" buttons.   In these cases this will cause the order form to be printed or cancel the entire operation.

Selecting the "Print Order" button sends the data to the current system printer.   Please make sure the paper orientation is portrait and the system font is set to a fixed pitch font (most printers do default to this mode).

QUICK START - Disk Label Output:

To produce labels for disks follow the sequence provided below.

1. Choose the label size - 3.5 inch disk or 5.25 inch disk
2. Choose the disk drive to search
3. Choose the search specification - Use DOS equivalent
4. Select file size, date, time, and archive bit information and then Initiate search
5. Set the label stock paper margins
   - Top margin — inches from top of paper to top row
   - Left Margin — inches from left of paper to left column
   - Column-Gap — inches between rows of labels
   - Row-Gap — inches between columns of labels
6. Select the Set Up command
   - Choose title text
   - Choose title font information
   - Choose if label is to include notes - file data is not printed with notes
   - Choose file data font information
   - Select if the label should include date and time stamp
   - Select if 3.5 inch disk is to include edge title
7. Select OK
8. If "Title Label" was selected, fill in the note pad with notes
9. Select OK
10. Select the label to print on
11. Select the Print command
12. Repeat steps 2 through 11 for other disks
13. Select Send command to print on label paper stock

QUICK START - Disk File Output:

To produce a disk file output follow the sequence provided below.

1. Choose the disk drive to search
2. Choose the search specification - Use DOS equivalent
3. Select file size, date, time, and archive bit information and then Initiate search
4. Choose the disk file name - DOS valid file names allowed
    If the file exists choose Append, New, or Cancel
    Append   - to add to the existing file
    New   - to erase existing and create a new file
    Cancel   - to provide a different file name, or stop
5. Set up the disk file data
    Choose number of print columns
    Choose number of spaces between print columns
6. Select OK
7. Select the Print command
8. Repeat steps   1 through 7 for other disks

QUICK START - Paper Output:

To produce paper output follow the sequence provided below.

1. Choose the disk drive to search
2. Choose the search specification - Use DOS equivalent
3. Select file size, date, time, and archive bit information and then Initiate search
4. Select the Set Up command
5. Type header and footer text
6. Select the positions for the header and footer text
7. Select the font information for the header/footer text
8. Set the stock paper margins
   - Top margin   - inches of gap reserved for header information
   - Bottom margin   - is the same as the top margin
   - Left Margin   - inches from left edge to start of data
   - Right margin   - inches from right edge to end of data
9. Select file data font information
10. Select OK
11. Select the Print command
12. Quit

Drop Down Menu

Printer: - "ALT_P"
This menu function allows for defining the default printer and changing the printer setup.

Go: - "ALT-G"
Same function as "Start Search".   Initiates directory search routines that develop the file database.

Quit: - "ALT-Q"
Exits WinLabel and returns to the underlying desktop or system.

Help: - "ALT-H"
The help system is accessed through the keyboard or the mouse.   The F1 key will access the help system and provide information specific to the current window.

Order: - "ALT-O"
Ordering information is provided and a printed order form is processed for ordering WinLabel.

Type of Output:
(Always available)

The first thing that has to be done is to determine the type of output required.

Disk Label   -   Print disk label
Disk File   -   Print file on disk, user provides file name
Print Form   -   Print disk data on full sheets of paper

Select the type of output by using the radio buttons located on the top of the WinLabel main window.

This choice will set the remainder of the available options.   Options made unavailable to the user based on the choice of output will be "grayed" or the focus will not be allowed for that option.

Example:
If the output is disk file or print form then the Label Size selection is not necessary because a disk label is not going to be printed.   Therefore, the disk size selection is made unavailable to the user.

Label Size:
(Available only when label output is selected)

Starting at the top left corner of the main window the user selects the type of disk drive label required.

3.5 inch disks -   2.75 x 2.75 inch labels
5.25 inch disks   -   4 x 1.5 inch labels

Select Label:
(Available only when label output is selected)

This region of the form provides visual selection of labels for either disk size.

The 2.75x2.75 inch labels are presented on a 3x3 grid - 9 labels per label stock paper.
The 4x1.75 inch labels are presented on a 2x7 grid - 14 labels per label stock paper.

> The used labels will be noted by yellow squares.
> The presently selected label is cyan.
> The unused and non selected labels will remain white in color.

Select the label best fitting the relative position when compared to the top left corner of the paper stock.

Labels are selected with the mouse by clicking on the picture, or by using the "TAB" and "SHIFT-TAB" keys to move through the choices.   Hitting the "ENTER" key selects the label that has the focus and moves the focus to the next area of the form.

Label Page Setup:
(Available only when label output is selected)

The left margin, top margin, vertical gap between labels and horizontal gap between labels are entered in the region called "Label Page Setup".

The default values appear in the margin boxes based on the system printer connected to the Windows environment.   The values are adjusted by the user based on actual measurements from the top left edge of the paper stock to the top left edge of the first label.

Top Margin:
The top margin is the measurement, in inches, from the top of the paper to the top of the first row of labels.

Left Margin:
The left margin is the measurement, in inches, from the left edge of the paper to the left edge of the first column of labels.

Row Gap: (Row-Gap)
The row gap is the measurement, in inches, of the gap between the rows of labels.

Column Gap: (Col-Gap)
Column gap is the measurement, in inches, of the gap between the columns of labels.

Search Requirements:
(Always available)

The search requirements area is used to select the disk drive to search and allows the user to input a file specification to limit the search.

The file specification area works exactly like the DOS file specification.   Wild cards are allowed as well as any valid DOS file expression.

Disk Stats:
(Always available)

The disk stats area is not used for user input but provides information back to the user.

Dirs - Number of directories searched
Files - Number of files found matching the search spec
Free - Amount of unused disk space - free space available
Size - Size of the disk

The remaining two areas, Directories and Files Found are drop down boxes that the user can use to display the information found before printing the disk label, creating the output disk file, or printing a full listing on sheet paper.

Start Search Command:
(Always available)

This command causes WinLabel to search the specified disk for all files matching the search specification.

This search is fully recursive and **all** sub directories are searched and any files matching the search specification are recorded.   The disk stats such as disk space free, overall disk size, number of directories searched, and quantity of files found is also recorded for printing.

This is the command executed when the "Go" command on the menu system is initiated.

Printer/File/Paper Setup and Print Section:
(Always available)

This section works closely with the "Label Information" section described above.

The section title will change depending on the output selected.
"**Printer**" is the title for labels.
"**File**" is the tile for file output.
"**Paper**" is the title of the section when sheet paper output is selected.

The "Set Up" command button has a different function depending if the output is specified to be a label, disk file or print form.

The "Print" button initiates the output, and is used under all three output modes.   However, printing is not fully complete in the label mode due to the need to "print" to multiple labels on a single sheet of paper.

The label mode also requires the "Send" button to initiate actually sending the data to the printer.

The   disk mode and the paper form modes do not require the "Send" command.   You will note that with the last two output modes the "Send" command is disabled.

Label Settings - Disk Label Output Mode:

Disk label output mode is selected by clicking the mouse on the "Disk Label" radio button on the top of the main window.

When the "Disk Label" output mode is selected the label form screen is displayed after the "Set Up" command is entered.

Label Settings - Label Information:

The Title is placed on the top of the disk label.   For 3.5 inch disk labels the title is spaced down from the top so it can be read from the front of the disk.

Font Information:
The font information is selected by the user.   The choices provided are based on the system printer.   The user selects the font by name.   The font size can be either typed in or the slide bar can be used to select the desired font size.   The font size is limited to 6 to 16 points. The other font characteristics are selected by clicking on the check boxes.

Title and Note Box:
If the "Title and Note Label" box is checked then file data is not printed.   The user will be asked to supply notes to have printed on the label instead of the usual file information.

Label Settings - Data Information:

The file data is printed if the "Title and Note Label" box in the Label Information section is not checked.

Font Information:
The font information is selected by the user.   The choices provided are based on the system printer.   The user selects the file font by name.   This is also the font used to print the date/time information, the disk stats information, and the notes if requested.   The font size can be either typed in or the slide bar can be used to select the desired font size.   The font size is limited to 6 to 16 points.   The disk stats, print date, print time, and edge title are always printed at a set font size - 6 point.

Stamp:
The date/time data is printed at the top of the label in the same font as the file data. However, the font size is maintained at 6 point.   The user has the ability to print the print date, print time, both or neither.   If a title is used no space on the label is added for file data because the data/time space is wasted anyway.   If no title is printed, space can be reserved for more file data by not printing the print date/time and thus allow for more lines of file data.

Edge Title:
The 3.5 inch disk has an edge that is 1/8 inch thick.   The labels used on these disks wrap around this edge.   WinLabel will put the disk label title on this edge if the "Edge Title" box is selected.   This facilitates reading the disk title from the top of a disk storage container.   The edge title option is available only for the 3.5 inch diskette labels.   The title will be placed on the edge of the disk using the font selected for the file data and notes.   The size is maintained at 6 point.

Label Settings - Label Position:

If the label position must be moved slightly, the form has two adjustment slide bars.   Each label can be moved up/down or right/left by .005 inch increments.

Moving the slide bars to the right for each direction will move the print position down and to the right.

Moving the slide bars to the left for each direction will move the print position up and to the left.

Label Settings - Notes:
(Available only when label output is selected)

If notes are to be printed then file spec data is not printed.

However, if a search is done before the label is printed the disk statistics totals are still printed along with the notes.   This information is sometimes useful when notes are printed because the disk capacity information, coupled with a descriptive note, is often more useful than what is actually on the disk.   When the number of files can not be listed on the label, use descriptive notes to provide useful information.

Notes are always centered on the label between the title and the bottom of the label or disk status information.   Notes are left justified and the "Setup" form determines if the notes fit the label based on the font information provided.   If the notes do not fit the label the notes are clipped to show what will fit and the user is given the opportunity to change the notes or adjust the font and font size.

Notes are printed with the font data selected for the disk file information.   The note box size presented to the user is based on this font.   The note pad includes full word wrap functionality and the usual word processing cursor movement is supported.

Label Settings - Printing Labels:

Follow the steps below to print labels.

1. Select label size
2. Select the disk drive
3. Select the search specification
4. Select file size, date, time, and archive bit information and then search the disk
   (with note lines you can skip this step)
5. Set up the label data
   select font information for the title
   enter the title data
   choose the "Title Label" box for note printing
   select font information for the file data or notes
6. Select OK to return to the main form
7. Fill in the note form if necessary
8. Select OK
9. Select the "Print" command to set the data for the label
10. Repeat steps 2 through 9 for other disks
11. Select the "Send" command to print the label sheet

Reset:

The "Reset" command resets the form to the default data and cancels all output.

OK:

The "OK" command starts the formatting process for the label selected.   If Title Label is checked it brings up the note pad.   The note pad is used to type notes to be included on the disk label.   (See notes above.)

File Settings - Disk File Output Mode:

When the "Disk File" output mode is selected the file output screen is displayed.

If the file output mode is selected the user is prompted for a valid DOS file name.   The system is queried and if the file exists the user is then asked if the file is to be erased and started new, appended, or wishes to use a new file name.

File Settings - Printing Disk File:

Follow the steps below to print a disk file.

1.   Select the disk drive
2.   Select the search specification
3.   Select file size, date, time, and archive bit information and then search the disk
4.   Select the disk file name
5.   Set the number of printed columns
6.   Set the gap between the printed columns
7.   Select OK to return to create the disk file

Print Settings - Paper Form Output Mode:

The "Print Form" output mode is selected with the radio button located at the top of the main window.

When the "Print Form" output mode is selected the print settings form screen is displayed after the "Set Up" command is entered.

Print Settings - Page Information:

This section contains the information to control the look of the printed page.

Included in this section is the header and footer information, the position of the header/footer text, font choice, and page margin data.

Print Settings - Header/Footer Information:

The header and footer information is placed into the areas marked for that purpose.

The drop down box is used to select the font name.   To input the font size type the point size into the box labeled size, or use the slide bar.   The limit on font size is 6 to 16   points. Use the check boxes to select the other font characteristics.

The margins are checked to see if the header and footer will fit into the area allowed.   If not, the top and bottom margin spaces are increased to allow for the header and/or footer and the user is notified.

The header and footer can include the print date, print time and page number by using the following rules:

     "&P" -   Print page number in place of &P
     "&D" -   Print the current date in place of &D
     "&T" -   Print the current time in place of &T

Example: This is a header statement - page &P
will result is a header ...
          This is a header statement - page 1
          This is a header statement - page 2
          ..
          This is a header statement - page n

Example: This is a footer - Date = &D Time = &T
will result in a footer ...
          This is a footer - Date = 10/17/1991 Time = 12:00:32
          This is a footer - Date = 10/17/1991 Time = 12:00:32
          ..
          This is a footer - Date = 10/17/1991 Time = 12:00:32

Print Settings - Margins:

The final area for page formatting are the margins.

WinLabel allows the user to set the top, bottom and left/right margins.   The hardware minimums determined by the system print driver are shown in the margin boxes when the print settings window first appears.

The user is allowed to increase these values but not reduce them.   If margins are set that will not accommodate the header and/or footer adjustments are made to the margin settings automatically.

These values are used for printed sheet paper output only.   The margin settings on the main window are used for disk label paper only.

Print Settings - Data Information:

The data section of the print settings window is used to set the style of the data as it appears on the printed page.

Font Information:
The font information is selected by the user.   The choices provided are based on the system printer.   The user selects the drop down box and selects the font by name.   The font size can be either typed in or the slide bar can be used to select the desired font size.   The font size is limited to 6 to 16 points.   The other font characteristics are selected by using the check boxes.

Disk Data:
Disk stats such as directory count, file count, free space, and disk size will also be printed using the font and size selected for the file data at the bottom of the last page.

Columns:
This is determined at print time and input from the user is not allowed.   Printing between the margins is optimized based on the font size and the number of columns is calculated for best page fit.

Print Settings - Printing Paper Forms:

Follow the steps below to print the file data on sheet paper.

1. Select the disk drive
2. Select the search specification
3. Select file size, date, time, and archive bit information and then search the disk
4. Set up the sheet paper
    enter the header text - if any
    enter the footer text - if any
    select the header/footer page position
    select font information for the header/footer text
    enter the top, left/right, and bottom margin space
    select font information for the file data
5. Select OK to return to the main form
6. Select the "Print" command to send the data to the printer

WINDOWS RELEASES SUPPORTED:

WinLabel runs under Windows 3.0 in real, standard, and 386 enhanced modes and Windows 3.1 in standard and 386 enhanced modes.

WinLabel is a Windows based program and follows the keyboard and mouse operation conventions of a Windows program.   Please see the Microsoft documentation on Windows for information pertaining to the proper use of the keyboard and mouse.   This information is also accessed through the help system provided with WinLabel.

LIMITATIONS:

None known.   However, the output is of higher quality with laser or postscript type printers. WinLabel has been tested with Adobe's Type Manager and Windows 3.1 True Type with excellent results.

Main Program Window

Drop Down Menu
Type of Output
Label Size
Select Label
Label Page Setup
Search Requirements
Disk Stats
Start Search Command
Printer/File/Paper Setup and Print Section

Disk Label Setup Window

Label Settings - Disk Label Output Mode
Label Settings - Label Information
Label Settings - Data Information
Label Settings - Label Position
Label Settings - Notes
Label Settings - Printing Labels

Disk File Setup Window

File Settings - Disk File Output Mode
File Settings - Printing Disk File

Print Paper Setup Window